

INFORMATION FOR FILING BUSINESS ENTITIES APPLICATIONS

These instructions are provided to assist you in completing and submitting your application for Business Entity authorization.

General:

The application **must be filed out online then printed out or they can be typewritten.**

The individual you have listed as the person in responsible charge must be registered in Wyoming and have a valid seal on file. Also, the individuals in charge must complete the affidavit, sign, and affix their seal on the back of the application PRIOR to submitting the application.

In question #3, you are required to list the Wyoming registered individuals who will be providing engineering and/or land surveying services in the state of Wyoming.

In question #5, please reply with what services are being offered: engineering, land surveying, or both.

Note: When changing the name of your company, do not file an ***original*** application. Type in ***Amended-No Fee***, if your company is current or ***Amended*** and include fees if necessary.

CORPORATIONS

A copy of the **CERTIFICATE OF AUTHORITY** issued by the Wyoming Secretary of State's office should accompany **FOREIGN** corporate applications at the time of filing, unless otherwise noted that you are not required to register with that office. If you are not required to register with the Wyoming Secretary of State's Office, a copy of your Certificate of Authority from the Secretary of State of the jurisdiction in which you are located will be required.

WYOMING CORPORATIONS are required to send a copy of the **ARTICLES OF INCORPORATION** issued by the Wyoming Secretary of State's Office with their application at the time of filing.

The Rules require an **amended application** be completed for **ANY** changes to the original application, and **must be filed with the Board within thirty (30) days** after the effective date of the change.

PARTNERSHIPS:

Partnerships are required to send the application and fee only. When the company offers both engineering and land surveying services, both professionals, in their respective fields must sign and place their seal on the affidavit.